

GEOS Responsible Official (RO) and Preparer Scenarios

The following two scenario types have been identified for the different application types and account groups.

Scenario 1:

This is the traditional RO/Preparer relationship. In this scenario the following hold true –

1. These application types requires that there is an RO account in order to submit the application to EPD
2. The RO must associate a facility with their account in order to complete the application
3. There must be a facility associated with the submittal
4. A preparer may be designated by the RO to prepare for the facility
5. When finished the preparer will notify the RO that the application is ready to be submitted to EPD
6. The preparer **cannot** submit directly to EPD
7. There is a subscriber agreement required for the RO for each facility

Scenario 2:

In this scenario the main point that we found is that if a preparer is designated then they can directly submit to EPD without the RO knowing or ever being able to see the submission. In this scenario the following hold true –

1. These application types requires that there is an RO account in order to submit the application to EPD
2. The RO is not required to associate a facility with the account depending on the application type
3. No facility is required to submit to EPD
4. If the RO has associated a facility and has also requested these particular applications then:
 - a. A preparer may be designated by the RO to prepare on behalf of the RO
 - b. When finished the preparer **can** submit directly to EPD
 - c. There is a **no** subscriber agreement required for the RO for each facility

**It is our recommendation that if you are an RO and have associated with a facility that you not designate a preparer for any of the application types listed under Scenario 2 on the reverse side of this document.*

Scenario 1:

Application for asbestos contractor company name or address change
Application for Lead Abatement Project Notice to Proceed
Application for Lead Discipline Training Provider Accreditation
Application for Lead Services Firm Certification
Application for RRP Training Provider Accreditation
Asbestos Contractor Agent Replacement Application
Asbestos Contractor License Initial Application
Asbestos Contractor License Renewal Application
Blanket Notification Application
Brownfield Application (PPCAP or PPCSR)
Brownfield Cost Certification
Completion Notification For Lead-Based Paint Abatement
Completion Notification for the Removal and Encapsulation of Asbestos
GUST Trust Fund - Request for Reimbursement
GUST Trust Fund Request for Reimbursement
Hazardous Waste Trust Fund - Request for Advance
Hazardous Waste Trust Fund - Request for Reimbursement
HSR Fee Invoice Report
HWM Fee Invoice Report
Industrial Stormwater (GAR050000) Annual Report
Industrial Stormwater (GAR050000) NOI / NEE
Local Government Scrap Tire Abatement Reimbursement Application
Local Government Scrap Tire Abatement Reimbursement Report
NPDES Municipal Application
Out-of-State Scrap Tire Landfill Approval Application

Scenario 2:

Application for Lead-Based Paint Discipline Certification
Application for Lead-Based Paint Discipline Certification (Spanish worker)
Application for Renovation Firm Certification
Application for Renovator Certification
Asbestos Project Notification - Abatement
Asbestos Project Notification - Courtesy
Asbestos Project Notification - Demolition
Asbestos Project Notification - Live Fire Training
GUST Trust Fund - Application

Out-of-State Scrap Tire Processor Approval Application
Out-of-State Scrap Tire Sorter Approval Application
Scrap Tire Beneficial Reuse Project Application
Scrap Tire Processor Bond
Scrap Tire Processor Letter of Credit
Scrap Tire Processor Permit Application
Scrap Tire Processor Quarterly Report
Scrap Tire Sorter Permit
Scrap Tire Sorter Quarterly Report
SIP Application
Stormwater Construction General Permit
Stormwater Construction Sampling Report
Tire Carrier Bond
Tire Carrier Decals Order Form
Tire Carrier Letter of Credit
Tire Carrier Permit
Tire Carrier Quarterly Report
Tire Fee Report
Title V Application
UST - CAP-Part B System Installation Report
UST - CAP-Part B System Startup Report
UST - Closure Report
UST - Completion Report
UST - Corrective Action Plan - Part A
UST - Corrective Action Plan - Part B
UST - GUST Trust Fund Application
UST - Monitoring Only Report
UST - Progress Report
UST - Release Notification
UST - Site Investigation Summary Report
UST - Storage Tank Registration Form
UST - Task Order Form
Voluntary Investigation and Remediation Plan Application

Pre-Post Training Notification
Retail Tire Dealer / Scrap Tire Generator ID Number Application
RRP Pre-Post Training Notification
Scrap Tire Processor Pre-Application
Tire Retreader Registration